





RULES AND REGULATIONS

OF THE

Boston.
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CITY HOSPITAL,

WITH

THE ACT OF THE LEGISLATURE, ORDINANCES OF
THE CITY COUNCIL, AND RULES AND ORDERS
OF THE BOARD OF TRUSTEES.



BOSTON:

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CITY OF BOSTON.

AN ACT OF THE LEGISLATURE,

AUTHORIZING THE ESTABLISHMENT OF THE CITY HOSPITAL.

SECTION 1. The City of Boston is hereby authorized to erect, establish, and maintain a Hospital for the reception of persons who by misfortune or poverty may require relief during temporary sickness.

SECT. 2. The City Council of said city shall have power to make such ordinances, rules, and regulations as they may deem expedient for the appointment of trustees and all other necessary officers, agents, and servants, for managing the said Hospital.

SECT. 3. Said Hospital shall not be erected or located within three hundred feet of any school-house or church now built.

SECT. 4. This act shall take effect from and after its passage.

ORDINANCE RELATING TO THE CITY HOSPITAL.

SECTION 1. In the month of January, in the year eighteen hundred and seventy, and annually afterwards in said month, the city council shall elect, by concurrent vote of the two branches, one member of the board of aldermen and two members of the common council, to be members of the board of trustees of the city hospital, to hold office during the remainder of the municipal year in which they are elected, and until others are elected in their place, unless sooner removed. In the month of March or April, in the year eighteen hundred and seventy, and annually thereafter in March or April, there shall be elected, by concurrent vote of the two branches of the city council, two members of the board of trustees of the city hospital, from the citizens at large, to hold their office for three years from the first Monday in May, in the year of their election, and until others are elected in their place, unless sooner removed. Said members elected from the city council, and from the citizens at large, shall at all times be subject to removal from office by the city council, for cause; and vacancies from any cause may be filled at any time for the unexpired term, in the same manner as the original appointment.

SECT. 2. The persons elected from the city council shall enter upon their duties as members of said board of trustees forthwith; and the persons elected from the citizens at large shall enter upon their duties on the first Monday in May. On the first Monday in May, annually, the members shall meet and organize themselves into a board, by the choice of a president and secretary from their own number. The

said board may appoint such consulting and visiting physicians and surgeons as they may deem expedient; and they may also appoint such subordinate agents, assistants, and domestics, as they may consider necessary, and may remove the same, and shall fix the compensation to be paid to each. A majority of the whole board shall be necessary to constitute a quorum for the transaction of business.

SECT. 3. The said board of trustees shall elect annually, in the month of May, and whenever a vacancy may occur, some suitable person as superintendent of the said hospital, who shall constantly reside at the institution. He may be removed at their pleasure, and shall receive such compensation as the city council may from time to time determine.

SECT. 4. The superintendent, under the direction of the board of trustees, shall have the control of all departments of the hospital, of all subordinate officers, attendants, domestics, and patients, and the charge of the grounds, buildings, and appurtenances.

SECT. 5.* The said trustees shall also have charge of any buildings which are, or may be, established within the city limits, except upon the islands in Boston harbor, by the city council, for the admission of patients having the small-pox, or any other infectious disease. And they shall make such rules and regulations for the management and government of the patients and employés as they may deem proper and necessary, subject, however, to the approval of the city council. And the said trustees shall carefully guard against the introduction of any cases of infectious disease into any other buildings under their charge than those appropriated for the purpose by the city council.

SECT. 6. The said board may make all necessary repairs and alterations in the several buildings under their charge,

* By the 65th sect. of the ordinance relating to the public health, passed Dec. 2, 1872, it was provided that the Board of Health should exercise all the powers mentioned in this section.

and improvements in the land and grounds connected with the institution ; *provided*, the expense thereof shall not exceed the amount previously appropriated therefor by the city council. But they shall not make any change in the occupancy of said buildings without first obtaining the approval of the city council.

SECT. 7. The city hospital is established for the reception of those only who require temporary relief during sickness. The trustees may, however, admit other persons to the institution, temporarily, when necessity requires ; but such persons shall be removed to other appropriate public institutions, as soon as their condition will permit. They may, when compensation therefor is made, afford separate apartments and more accommodations than those which are customary when no compensation is made. Such extra compensation shall be credited to the appropriation for the hospital.

SECT. 8. In the month of May, annually, said board of trustees shall present to the city council a report made up to, and including, the thirtieth day of the preceding April, containing a statement of receipts and expenditures, the condition of the hospital, the number of its inmates, the number of admissions thereto, discharges therefrom, births and deaths during the year ; and such other information or suggestions as they may deem proper.

SECT. 9. All moneys which have been or shall hereafter be received, directly or indirectly, by gift or bequest, for the benefit of the city hospital, shall, unless conditions are connected with the gift or bequest inconsistent therewith, be received by the board of trustees of the said hospital, and be by them deposited in the city treasury ; and city scrip shall be issued therefor, bearing interest at the rate of six per centum per annum, payable semi-annually, which said scrip shall be deposited with the auditor, who shall receive the interest as the same shall become due thereon, and add it to the moneys

appropriated for the use of the hospital. And all real estate and other property not converted into money by sale, and all evidences of title thereto, shall be received by the said board; and all such real estate and other property shall be leased, let, or otherwise improved, by the said board of trustees, and the rent and income thereof added in like manner to the moneys appropriated as aforesaid to the use of the hospital. All evidences of title thereto shall be deposited with the auditor.

SECT. 10. All moneys, property, and estate given or bequeathed to the city, for the use of the hospital, unless the donors thereof may have otherwise directed, shall constitute a permanent fund, the principal of which shall not be diminished, and the income of which shall be devoted to the uses of the hospital.

SECT. 11. The board of trustees of the city hospital shall exercise a careful supervision of all property, funds, and estate given or bequeathed for the use of the hospital, so as to prevent any loss or diminution of the value thereof; and in the expenditure of the interest and income thereof they shall, in all cases in which conditions and directions have been attached to the gift or bequest, strictly observe and conform to such conditions or directions.

RULES AND REGULATIONS OF THE HOSPITAL.

THE Board of Trustees, under the Statutes, Ordinances, and these Rules and Regulations, shall have the charge, management, and custody of the Hospital, as well as the control and direction of its employés and inmates.

A meeting of the Board shall be held at least once in each month at the Hospital, and records of their proceedings shall be kept, which shall always be open to the inspection of the City Council.

Annually, in the month of February, the Board shall elect by ballot three consulting physicians, three consulting surgeons, eight visiting physicians, six visiting surgeons, two ophthalmic surgeons, two physicians to out-patients, two assistant surgeons to out-patients, one physician for skin diseases of out-patients, one physician for diseases of the ear for out-patients, pathologist, and such other officers as they may think necessary, whose term of service shall expire in one year from the first Monday of the following April, or as soon thereafter as their successors shall be chosen; and in the month of June they shall elect by ballot seven house officers, an ophthalmic externe, and such other officers as they may think necessary, whose term of service shall continue for one year from the first Monday of July following, or until their successors shall be chosen.

In the month of May annually a superintendent and a resident physician shall be chosen by ballot, whose term of office shall expire on the first Monday of the following May, or as soon thereafter as their successors shall be chosen. Also in the month of May they shall elect by ballot a stew-

ard, a matron, an assistant matron, and an apothecary, and such other officers as they may think necessary, whose term of service shall expire on the first Monday of the following May, or as soon thereafter as their successors shall be chosen.

They may remove any officer so chosen at their pleasure; and shall fill vacancies, from whatever cause, for the residue of the term.

They shall appoint and discharge all subordinate officers, attendants, and domestics, and shall fix the compensation of all persons employed excepting that of the Superintendent.

Annually, in the month of May, the Board shall make a report of their proceedings to the City Council, and shall furnish statistics of the Hospital, embodying in such blanks as may be adopted details concerning the operations of the year, and also a statement of the various items of expense.

The Board of Trustees shall keep a book containing an account of all donations and bequests to the Hospital, and shall manage such property in accordance with the provisions of the City Ordinance relating to that subject.

The Trustees shall establish from time to time such minor rules for the government of persons on the premises, for the regulation of the internal police of the wards, and other parts of the Hospital, the appointment of hours, and the arrangement of diet tables, as may to them seem expedient.

They shall designate each ward in the Hospital by a letter, or by the name of some benefactor, and shall number the beds in order.

SUPERINTENDENT AND RESIDENT PHYSICIAN.

The Superintendent, under the direction of the Board of Trustees, shall have the general control of all departments of the Hospital, and the charge of the grounds, buildings,

and appurtenances. He shall have control of all subordinate officers, attendants, domestics and patients, and shall, under the direction of the Board of Trustees, make such minor rules for their government as may be necessary.

He shall see that there is no waste or carelessness in any department, and shall report to the Trustees omissions of duty, or disorderly conduct on the part of the employés.

He shall, under the direction of the Trustees, purchase the provisions, stores, fuel, and all other supplies, including all surgical instruments and appliances, and shall have the charge thereof, and shall be responsible for their proper and economical use.

He shall examine all articles purchased as to their quality, quantity, and price.

He shall make no purchase exceeding one hundred dollars, or of an unusual nature, without the sanction of the Trustees, or of the Committee on Supplies.

He shall keep, or cause to be kept, regular accounts of all the moneys received and disbursed by him, on behalf of the Hospital, in books provided by the Trustees, with a record of all contracts, and shall submit the same to the Board at their regular meetings.

All bills, together with the pay-rolls, shall be submitted to the Board on the third Tuesday of each month.

He shall keep an inventory of all furniture, and other property belonging to the Hospital, and shall make a quarterly report of articles injured, destroyed, or missing.

The instruments, apparatus, books, and other property, shall not be taken from the Hospital without his consent.

He shall provide the diet of patients, as may be directed by the physicians and surgeons, and for the persons employed shall furnish such provisions as the Trustees may direct.

He shall daily visit and inspect the wards, kitchen, laun-

dry, engine room, and all other departments of the institution.

He shall keep, for the inspection of the Trustees, a record of the names of all patients, with their age, residence, employment, date of admission, discharge, elopement or death, result of treatment, and disposition of remains.

He shall, under the direction of the Trustees, decide what patients shall be required to pay for their board in the Hospital, and what rate of board shall be paid, and shall, when required, collect all sums due to the Hospital.

He shall take charge of money or other property not in use belonging to patients, and keep a record of the same.

It shall be his duty to ascertain the settlement or residence of patients, and when belonging to other places than Boston, to correspond with the authorities of such places, and make the necessary arrangements for the reimbursement of expenses incurred.

He shall discharge, as soon as practicable, all patients recommended for such action, by the attending Physicians and Surgeons, and he may, if he think proper, discharge any patient who has disobeyed the rules of the Hospital, or whose conduct has been improper, and such cases must be reported to the Visiting Committee at their next visit.

He shall at the end of each month, report to the Visiting Physicians and Surgeons, and to the Visiting Committee, the names of all patients who have been in the Hospital three months.

He shall have charge of the correspondence of patients, and shall communicate to their friends information of their condition or decease. He shall allow no autopsy to be made unless consented to in writing by the immediate relatives of the deceased. He shall cause the bodies of the deceased to be delivered to their friends, or, if not claimed by them, to the proper authorities.

The Resident Physician shall receive all applications for

admission to the Hospital, and shall admit such persons as in his opinion, are proper cases for treatment therein, subject to the approval of the Visiting Committee. Whenever it is necessary, he shall visit at their residences, such patients as are unable to apply at the Hospital in person.

He shall see that all patients receive proper attention on their admission and during their stay in the Hospital, and give all necessary directions for their care and comfort, for the time being; and in all serious cases requiring it, he shall send for the physician or surgeon in attendance, or if he cannot be found, for some other member of the staff.

He shall direct what disposition shall be made of each patient on admission, subject to the approval of the Visiting Committee; and no change or transfer of a patient to another ward or bed shall be made unless by his direction or that of the Visiting Committee.

PHYSICIANS AND SURGEONS.

As soon after their election as possible, the Physicians and Surgeons shall meet for the purpose of arranging their term and order of service, which arrangement shall be made subject to the approval of the Trustees.

The Hospital year shall be divided into four terms of three months each for the physicians, and three terms of four months each for the surgeons, and there shall always be two physicians and two surgeons on duty at the same time. All medical and surgical cases shall be alternately assigned to them by the Resident Physician, and no preference shall be given to any one of them, except that, if any physician or surgeon on duty has treated or made an examination of any case previous to its admission to the Hospital, and shall so desire, the case may be assigned to him; or if any patient be readmitted to the Hospital, the case may be assigned to the Physician or Surgeon who formerly treated it, if he be then on duty.

If any Physician or Surgeon shall be prevented from attending in his term, he shall procure, subject to the approval of the Trustees, one of the other Physicians or Surgeons to attend in his stead. The regular morning visit to patients shall be made between the hours of eight and twelve.

They shall keep, or cause to be kept by the house officers, in permanent volumes, in such form as may be provided by the Trustees, full records of the cases and treatment of all patients in both medical and surgical departments. No volume of such records shall be taken from the premises, except by permission of the Trustees, and no extracts shall be made from them by any one, except with the approval of the Trustees and of the Physician or Surgeon by whom the cases were treated.

They shall daily report to the Resident Physician the names of such patients as they think have received all the benefit they will probably derive from treatment in the Hospital, and who should be discharged or transferred to some other public institution.

The recommendation for discharge or transfer may, in each case, be noted upon the bed-card of the patient, with a statement of the condition, whether cured, relieved or not relieved; also such other suggestions as each case may require, and this should be done at the time of the regular morning visit. Such recommendations for discharge will be acted upon as soon as practicable, after they are made, but every case should be carried upon all the records of the Hospital, as still under treatment, until the patient is discharged.

The directions of the Physicians and Surgeons in regard to the patients shall be complied with by all the officers and attendants of the Hospital, under the direction of the Board of Trustees.

They should pay particular attention to the manner in which their orders for the care, treatment, and diet of the patients, are conveyed to the attendants; and should require the important duty of writing their prescriptions and orders

in the manner prescribed for the purpose, to be promptly and carefully performed by the house officers. Precision and regularity in the discharge of this duty are essential to the exact and orderly execution of orders on the part of the attendants.

They should inform the Resident Physician of any neglect or inefficiency on the part of the attendants, and for this purpose may note in the ward order-books, in which their directions for the sick are written, every instance of neglect or failure to carry out their orders.

Except in case of emergency, no capital operation shall be performed without a previous consultation.

In all cases of emergency the Superintendent shall send for the Physician or Surgeon in attendance, and if he cannot be found, for some other member of the staff.

The surgical out-patients' department shall be under the care and supervision of the Visiting Surgeons. The Assistant Surgeons shall be appointed solely for service in this department, and on the nomination of the Visiting Surgeons, which nomination shall be reported to the Trustees before the first Tuesday of February of each year, or at any other time when a vacancy occurs; and such Assistant Surgeons shall have graduated, and shall not be eligible for a second term of service.

HOUSE OFFICERS.

The House Officers shall be chosen on the nomination of the Board of Visiting Physicians and Surgeons, whose duty it shall be to report such nomination to the Trustees before the first Tuesday in June of each year. The names thus reported shall be those of the persons who, in the opinion of the said Board, after a rigid examination in the various branches of medicine and surgery, shall seem most competent to fulfil the duties required of them.

The house officers shall reside constantly at the Hospital, and shall not absent themselves without the consent of the Resident Physician, and in no case shall all of the medical or surgical house officers be absent from their post at the same time.

If any one of them be absent by reason of sickness or other cause, the vacancy shall be filled by the Ophthalmic Externe. If more than one be absent, the Visiting Committee shall appoint a substitute on the nomination of the physicians and surgeons in attendance.

They shall in no case make an exchange of their respective departments without the consent of the Visiting Physician or Surgeon under whom they serve, and the sanction of the Visiting Committee.

Their duties shall be assigned to them by the Visiting Physicians and Surgeons, and Resident Physician, all of whose instructions and directions in regard to the observation, care, and treatment of the sick, they must promptly and carefully obey. They shall accompany the Physicians and Surgeons in their daily visits, shall make the necessary record of the condition, treatment, and diet of the patients, and shall see that their directions are complied with.

They shall begin their regular morning visit to the wards of the Hospital as early as eight o'clock, and shall have completed the visit in time to be prepared to report to the Visiting Physician or Surgeon with whom they are serving, the condition of each one of the patients under his care. Their regular evening visits to the wards, shall be made between the hours of four and six o'clock.

They shall receive from the physicians and surgeons their prescriptions and orders for the treatment, diet, and care of the patients, and shall write their orders plainly in the manner prescribed for the purpose, for the use and guidance of the nurses. It shall be the duty of the nurses and ward-masters to carry out all such orders of the physicians and

surgeons as may be thus given them, and they will be held responsible for the prompt and exact execution of all these orders; and it shall be the duty of the house officers to report every instance in which any patient fails to receive proper attention, and of neglect of duty in any respect, on the part of any nurse or ward-master, and their assistants. If the fault is of minor character and committed by an assistant ward-master or nurse, complaint may be made to the ward-master or head nurse, as the case may be, but all complaints of any importance should be made to the Matron or the Resident Physician. The house officers shall not, in any case, overlook or excuse any failure to perform all the necessary services for the sick, or any improper conduct or neglect of duty on the part of the ward-masters and nurses, and their assistants; but all matters relating to the government of the attendants and the patients, and requiring reprimand or discipline, must be referred to the Matron or Resident Physician.

They shall note all important changes in the condition of patients, and inform the Resident Physician thereof, and they must at once notify him if the patient is in a serious condition, or when there is any doubt in regard to the condition or symptoms of any patient, in order that he may send for the Physician or Surgeon in charge, or give such orders for the care of the patient as may be necessary for the time being, or that the friends of the patient may be notified.

All patients admitted to the Hospital shall be, until they can be seen by their regular medical or surgical attendant, under the charge of the Resident Physician, and under his direction the house officers shall attend to them on their admission, and give the necessary directions for their comfort. The Resident Physician will be notified at once of the admission of every case of accidental or other injury, or of special urgency from any other cause.

The house officers will not be allowed to perform any surgical operation in any case, except by the express direction of the Surgeon or Physician in attendance, or of the Resident Physician.

No report, or other communication in regard to cases in the Hospital, shall be published by the house officers, except by permission, and with the approval and in the name of the Physician or Surgeon in whose service the case has been treated.

They shall, when requested by the Pathologist, render assistance in making autopsies and other pathological examinations.

They shall, when requested by the Resident Physician, or Visiting Committee, investigate the claims of applicants for admission, whether they apply in person at the Hospital, or require to be visited at their homes.

The second house officer on the surgical side will be required to fill notices for meetings of the Surgeons, annexing a list of operations, and deposit them with the Superintendent for distribution, at least twenty-four hours prior to the time appointed for such meeting.

The junior house officer on the medical side will be required to fill notices for meetings for consultation by the medical board, and deposit the same with the Superintendent in due time for distribution.

The Consultation Rooms of the physicians and surgeons are appropriated for their especial use, and must not be occupied during their visits by the house officers.

When operations are being performed, the house officers who are not immediately employed, must not intrude themselves upon the space set apart for the operators.

The title of each book taken from the Library shall be recorded, with the date, name of person borrowing, and date of return, in the book provided for that purpose,

and no book shall be allowed to be carried out of the Hospital.

The house officers shall neither graduate nor engage in private practice during their term of service.

STUDENTS.

Students and other persons shall be admitted to the wards and the amphitheatre of the Hospital, in such numbers and with such restrictions as the Trustees may from time to time deem expedient.

PATHOLOGIST.

The Pathologist shall have the charge of the casts, models, and anatomical preparations belonging to the Hospital, under such regulations as may be prescribed by the Trustees.

He shall perform all autopsies with the assistance of the house officers, and shall cause reports of every such examination to be recorded by the house officers.

He shall preserve and arrange all morbid specimens for the Museum.

APOTHECARY.

The Apothecary shall be chosen annually by the Trustees, on the nomination of the Superintendent, and shall be under his control and follow his directions. He shall reside at the Hospital, and shall not absent himself except at such hours as may be authorized by the Superintendent.

He shall have the immediate care of all drugs, medicines, and other articles belonging to this department, and shall compound medicines, prepare prescriptions, perform chemical analysis, and such other duties as may be prescribed by the Trustees or the Superintendent.

He shall deliver no medicine or other articles for use in the Hospital, unless they have been ordered in writing by

the Physician or Surgeon in attendance, and shall deliver none to be carried out of the Hospital unless prescribed for out-patients.

He may purchase medicines and medical supplies only when directed to do so by the Superintendent, or the Committee on the medical department, and upon written orders, and shall keep exact accounts of quantities, qualities, and prices.

DISPENSARY.

Out-patients, who are unable to pay fees for medical attendance at their houses, shall be treated under the following restrictions and regulations:—

MEDICAL.—Tuesday, Thursday, and Saturday.

SURGICAL.—Every day except Sunday.

OPHTHALMIC.—Monday, Wednesday, and Friday.

DISEASES OF THE SKIN.—Every day except Sunday.

DISEASES OF THE EAR.—Monday, Wednesday, and Friday.

Hours from 9 to 11 A. M.

Medicines may be provided for out-patients if deemed desirable by the Trustees.

Whenever an out-patient requires such an operation as may probably confine him for a time in the Hospital, his case shall be referred to the Resident Physician.

The surgical out-patients' department shall be attended by the Assistant Surgeons to out-patients, and shall be under the care and supervision of the Visiting Surgeons.

No incisions will be made, no operations be performed, nor any important dislocation be reduced in the out-patients' department, except at the request of the Visiting Surgeons on duty.

STEWARD.

The Steward shall be chosen annually by the Trustees, on the nomination of the Superintendent. He shall reside at the Hospital, and shall, under the direction of the Trustees and the Superintendent, have the general care of the grounds, buildings, and appurtenances, and see that they are kept in good order and repair.

Under the direction of the Trustees and the Superintendent he may purchase provisions, stores, fuel, and other necessary articles, and shall have the immediate charge thereof, and be responsible for their safe-keeping and economical use.

It shall be his special duty to take charge of all the records of the Hospital, excepting those relating to the medical and surgical treatment of the patients, and to keep the accounts and inventories of all property purchased and issued, and of all money received and expended for the Hospital. He shall perform such other duties as the Trustees and Superintendent may require.

MATRON.

The Matron shall be chosen annually by the Trustees, on the nomination of the Superintendent. Under his direction, she shall have the general supervision of the female nurses and servants, and shall report all instances of inattention and neglect of duty. She shall be responsible for the neatness and cleanliness of every part of the establishment; shall superintend and daily visit the kitchens, store-rooms, dining-rooms, and laundry, and aid the Superintendent and Steward in seeing that these several places are kept in order, that all food is properly and economically prepared and served, both for the patients and the family tables, and that there is no unnecessary waste of provisions or utensils, in any part of the house. She shall frequently visit the wards and ser-

vants' sleeping apartments, and see that the house is kept thoroughly swept and cleansed.

It shall be her special duty to take charge of and look after the bedding, table-linen, towels, and other household articles, and see that they are properly used, and taken care of.

She shall perform such other duties as may be required.

WARD-MASTERS.

The Ward-master in charge of each pavilion of the Hospital, shall, under the direction of the Superintendent, have the general supervision of all departments of the building, and of the nurses and all other persons employed therein, and shall see that their duties are properly performed.

He will see that all the orders and instructions of the Superintendent, regarding the care and management of the pavilion, are carried out, and will have charge of all matters relating to its order and cleanliness, and he will see, also, that there is no waste or improper use of any articles of Hospital property.

He shall take charge of the clothing and other property, not in use, belonging to the patients, and keep a record of the same in the manner prescribed for the purpose, and he shall deliver to the Superintendent, for safe keeping, all money and other valuables belonging to the patients.

He will attend to all business transacted between the offices of the Hospital and the pavilion, under his charge, and will also have charge therein of the execution of all orders relating to the reception of patients, their assignment to beds, transfer from one ward or bed to another, and of their discharge.

He will report all instances of neglect of duty, or misconduct of employés or patients.

The Ward-masters and their assistants shall not absent themselves from the Hospital without the permission of the

Superintendent, and shall perform such other duties as may be required.

NURSES.

The nurses in charge of the wards shall each be responsible for the proper attendance upon all the patients placed in her care, and for the proper management and care of her ward in all respects, in obedience to the orders and instructions given her by the Superintendent and Matron, and other officers of the Hospital. The nurses will promptly and carefully carry out all the orders that may be given them by the Physicians and Surgeons, for the treatment, diet, and care of the sick, and must report, at once, every instance of failure, or inability from any cause, to fulfil such orders.

Each head nurse shall keep a ward book, containing an inventory of all Hospital property, furniture, bedding, and other articles in her ward, and shall be responsible for their being properly used and taken care of.

She shall see that all clothing and other property belonging to the patients under her care, if in a female ward, is properly taken care of on their admission, and that it is placed in the charge of the Ward-master for safe keeping. She shall decide what clothing or other articles patients are to retain in the ward, and shall give or allow to be given to patients, only such articles of food or drink as may be permitted by the Physician or Surgeon in attendance.

She must see that her ward is kept cleanly and in good order at all times, and must report every instance of inattention or of neglect of duty on the part of her assistants.

The nurses shall not absent themselves from the Hospital without permission of the Superintendent or the Matron.

The night nurses must be in their wards at eight o'clock every evening, and remain on duty till five o'clock in the morning, and they must leave the wards in good order for the day nurses to begin their duties at that hour.

GATE KEEPER.

The gate keeper shall allow no one to enter or leave the premises, unless duly authorized.

He shall examine all permits, and shall record the names of all persons passing the gate between 10 P. M. and 5 A. M., and perform such other duties as may be required of him.

ADMISSIONS AND DISCHARGES.

Applications for admission of patients shall be made to the Resident Physician at the Hospital, on each day of the week, Sunday excepted, between 9 and 11 A. M.

Whenever able, the patient shall apply in person. When not able to appear in person, application may be made by a friend, and the patient shall be visited at his residence.

Any Trustee, or either of the Physicians or Surgeons in attendance may, in case of emergency, send a patient in the first instance to the Hospital by written permit, and the Visiting Committee shall decide, as soon as may be afterwards, whether such patient shall remain.

Persons accidentally wounded or otherwise disabled or injured, shall be received at all hours.

Permits for admission shall be subject to the approval of the Visiting Committee, and they shall have the power at any time to require the Resident Physician to report to them the names of applicants before admitting them, and may dismiss any patient whom they think improperly admitted, or change the terms of admission.

Patients discharged on the recommendation of the physicians or surgeons, shall be provided with a certificate stating their condition at the time of discharge, whether cured, relieved or not relieved, which certificate shall be signed by the Superintendent and Resident Physician.

Whenever a patient is removed from the Hospital without the consent and approval of the Superintendent and Resident

Physician, a written statement to that effect shall be required from any person assuming the responsibility of the removal.

The body of any person dying at the Hospital shall not be delivered without a written receipt from the parties taking the same.

In case of the decease of any patient, the Resident Physician shall sign a certificate to that effect, and shall furnish the City Registrar with a copy of the same. He shall also state the time and cause of death, the disposition made of the body, whether delivered to friends or buried from the Hospital. In the last case he shall mention the place of interment.

Patients may be admitted by the Trustees to the privileges of the Hospital, at such rates of board as they may from time to time determine; such board being secured by their friends, or by the authorities of the place to which they belong.

In all cases where, in the opinion of the Trustees, the circumstances of the patient will warrant it, the whole or a part of the board shall be paid. If separate apartments or articles not usually furnished at the Hospital are provided, such payment shall be made therefor as the Trustees shall deem reasonable.

DISBURSEMENTS.

On or before the twentieth day of each month, the Superintendent shall submit to the Trustees the bill book, and all bills approved by any of the committees, with a schedule of the same, and also the pay-roll for salaries and wages, containing the names of the persons entitled to payment, with the amounts due to them respectively; and if approved by the Board, said schedule shall be signed by the President, and with the pay-roll and bills shall be sent, on or before the twentieth day of each month, to the Auditor of Accounts for payment by the Treasurer.

Any alteration or amendment of these Rules and Regulations may be made by a vote of two-thirds of the members of the Board, notice of the same having been given one week before action on the same.

HOUSE RULES.

Patients must be in their proper places in the wards during the visit of the physicians and surgeons, and always by 8 P.M., unless specially exempted by the Superintendent.

Those free patients who are able, are expected to assist in nursing, and in such other services as may be reasonably required of them.

Patients shall not leave the Hospital Grounds without a pass from the Superintendent, nor their respective wards without the consent of the nurse in attendance.

No patient shall purchase, or cause any member of the household to purchase for him, any article of food whatsoever, nor any other article, without the consent of the Superintendent; nor shall any officer or servant of the Hospital receive a gift or fee from a patient.

Profane or obscene language, loud talking, and incivility, are prohibited.

No patient having acute syphilitic disease, or *mania-a-potu*, shall be admitted as a charity patient, or at a lower rate than twenty-five dollars a week for the former, and fifteen dollars for the latter.

No person shall be admitted to the Hospital whose case is judged to be incurable, unless there be urgent symptoms, which in the opinion of the Physician or Surgeon are capable of being relieved.

Patients may be visited by clergymen of their own selection, and where there is a wish for the performance of any particular religious rite, it shall be indulged when practicable.

It is expected that patients will implicitly obey the rules if the Hospital. Complaints, for whatever cause, may be made to the Superintendent or Visiting Committee, and when reasonable shall be by them reported to the Trustees.

All employés must be in their respective places during their

hours of duty. The doors and gates of the Hospital will be closed at 10 P. M., at which time all are expected to be quiet, and those not on duty, in their own rooms.

The use of tobacco, wine and intoxicating liquors is prohibited within the Hospital, unless prescribed by a physician.

VISITORS.

No person shall visit any part of the premises, except on business, or at such times as may be fixed for the reception of visitors, without the permission of the Superintendent, or of some one of the Trustees.

On Monday, Tuesday, Thursday and Saturday of each week, from two to three o'clock, P. M., friends may be permitted to visit patients, though no patient shall receive more than one visitor on the same day. In all cases, however, the Trustees or Superintendent may exercise discretionary powers as to excluding or admitting visitors.

All visitors must leave when the bell rings at the expiration of the visiting hour.

No visitor will be permitted to take any meal in the Hospital, or pass the night therein, without permission from the Superintendent or one of the Trustees.

No visitor shall be allowed to give any article of food or drink to a patient, unless by permission of the nurse; and any article sent to the patients shall be left with the Superintendent.

STUDENTS.

The Trustees may grant any practitioner or student of medicine of one year's standing, on the recommendation of the Board of Physicians and Surgeons, a ticket of admission to follow the practice of the Hospital for not more than one year. Before receiving this ticket, the applicant shall sign an obligation to obey in all respects the By-Laws and Regulations of the Hospital. The privilege thus granted may be modified or revoked.

No student shall be entitled to admission except at the regular hours for visiting, operation, or lecture.

Every student, when requested, shall show his ticket to the porter at the gate, and shall conduct himself with decorum and propriety. It shall be the duty of the Superintendent to report any infringement of the rules to the Visiting Committee.

FORM OF APPLICATION.

The form of application for admission shall be as follows:—

BOSTON CITY HOSPITAL.

The undersigned, inhabitant of _____ for the last _____
and now residing at _____ Born in _____
being _____ years of age, by employment a _____
married and ill of _____ requests to be admitted
to the City Hospital.

Boston, 187—

CERTIFICATE OF RESIDENT PHYSICIAN.

Having examined the condition of the said applicant, I find it a suitable case for admission to the City Hospital.

—, M. D.

TO BE SIGNED BY SUPERINTENDENT.

Admit	to the Hospital.	
Said	is assigned to ward	bed
Extra payment, \$	Transferred to ward	bed
Said	is discharged,	187—

— — — — —, Superintendent.

Any alteration or amendment of these Rules may be made by a vote of two-thirds of the members of the Board, notice of the same having been given one week before action on the same.

RULES AND ORDERS OF THE TRUSTEES.

ON the first Monday in May, annually, the members shall meet and organize themselves into a Board by the choice of a President and Secretary from their own number.

Stated meetings of the trustees shall be held at the Hospital each Tuesday, at four o'clock, P.M., unless otherwise ordered, and special meetings shall be called by the President at the request of two of the Trustees.

They shall be governed in their action as a Board by the following rules and orders:—

The President shall preside at all meetings of the Board when present, and in his absence the Board shall elect a President *pro tem.*

A majority of the Board shall constitute a quorum.

Motions shall be made in writing when requested by the President or a majority of those present.

On all questions and motions whatsoever, the sense of the Board shall be taken by yeas and nays, if any member requires it.

Questions of order shall be decided by the presiding officer, subject to appeal to the Board.

When a vote has passed it shall be in order for any member to move a reconsideration thereof at the same or the succeeding meeting.

The order of business shall be as follows:—

1. Reading of the records.
2. Reports of Committees.
3. Examinations of admissions and discharges, purchases and expenditures, and books of the Superintendent.
4. Approval of bills.
5. Choice of officers and employés.
6. Unfinished business.
7. Motions and resolutions.

There shall be appointed by the President, after the first organization of the Board, the following standing committees, to consist of two members each : —

1. On Rules and Regulations.
2. On supplies and furniture.
3. On finance and auditing accounts.
4. On Medical and Pathological departments.
5. On service.
6. On grounds and buildings, heating and ventilation.
7. On Library.
8. A committee on conference with the Association of Physicians and Surgeons to consist of the President and two other members.

Also a Committee on Bequests, to consist of the President and two members, who shall have the charge and management of the Goodnow and Nichols bequests and of such other property as may be given or devised to the Hospital during the year.

The Trustees shall be arranged in visiting committees of two members, one going out and one added each month, to advise with the physicians and Superintendent, determine matters of minor administration, and see that all duties are properly performed. They shall record their names, with the date of each visit, in a book kept for the purpose, with such remarks as they may deem advisable.

Committees shall be appointed by the President.

All bills contracted for the Hospital shall be approved by the Board of Trustees.

Reports of committees shall be in writing.

These rules may be suspended by vote of six members of the Board of Trustees.

Any alteration or amendment of these Rules may be made by a vote of two thirds of the members of the Board, notice of the same having been given one week before action on the same.









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